



OFFICE OF THE  
WATER DEPARTMENT  
TOWN HALL, 511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
(978) 649-4514 FAX (978) 649-8893  
waterdept@dunstable-ma.gov

Approved: February 25, 2014

## **Water Department Minutes** **Tuesday, January 28, 2014**

Meeting was called to order at 7:00pm by Chairman, Karl Huber  
Members present: Bryan Conant and Bob Gamache  
Meeting held: At the Dunstable Town Hall – lower level

### **Meeting Minutes of November 19, 2013**

Bob made a motion to approve the meeting minutes, as submitted, from the November 19th meeting. Bryan 2<sup>nd</sup> the motion. – Motion passed unanimously.

### **Review and Sign Monthly Bills**

\$2,781.17 of bills from December and January were reviewed and signed by the Board.

The Secretary asked the Board to approve an \$875 upgrade to the JUBS billing software due to an e-mail she received from Jayhawk Software. JUBS is the program that the Water Department uses to run their billing for water bills. As stated in the e-mail, no security updates will be provided for Windows XP which is what we currently run on. The Board asked the Secretary to have the technology team upgrade to Windows 7 or 8 and work with Jayhawk to load the new software. Bryan made a motion to pay the \$875 upgrade. Bob 2<sup>nd</sup> the motion. – Motion passed unanimously.

### **Review and Sign Employee's Payroll**

The Secretary's and Water Employee's payroll slips were signed.

### **Breakdown of Finances for FY2014**

Members reviewed the fiscal year 2014 financial report.

The Secretary reported that the department will not have enough funds to pay the Water Employee through the end of the fiscal year. Bryan made a motion to move \$570 within the payroll accounts into the Water Employee's account. Bob 2<sup>nd</sup> the motion. – Motion passed unanimously.

### **Update on Money Owed to the Water Department**

\$3,995.06 (interest included) is currently owed. Late notices with interest are mailed monthly.

### **2013 Annual Report**

The Secretary handed out the 2013 Annual Report for review. One change was made



OFFICE OF THE  
WATER DEPARTMENT  
TOWN HALL, 511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
(978) 649-4514 FAX (978) 649-8893  
waterdept@dunstable-ma.gov

by the Board who then voted to submit the report to the Selectmen's office.

### **Fiscal Year 2015 Budget**

The fiscal year 2015 budget was handed out for review. Bryan made a motion to submit the budget as prepared. Bob 2<sup>nd</sup> the motion. – Motion passed unanimously.

### **Customer Map on Town Website**

The Board decided not to put the customer map on the town website and instead to give copies to the Board of Selectmen's office.

### **Definitive Subdivision Plan – Alexander Estates – Hall Street/Lake Street**

Karl questioned why the Alexander Estates subdivision filing proposed one acre lots when zoning is two acres. The Secretary explained that if approved through an Open Space Development Special Permit from the Planning Board, this could be done. The Board then asked if the developer was planning on hooking up to town water or if a waiver had been requested. The Secretary will look into this and report to the Board.

### **2014 Elections**

The Secretary reminded Karl that his term was up in May and gave him the papers from the Town Clerk with important dates for the Town Election. Karl told members that he doesn't believe he will be seeking another term but will make his final decision by the February meeting. Karl stated his increased work load and travel as well as lack of support for the Water Department as reasons why he will not run.

### **May 2014 Annual Town Meeting – Distribution of Assignments**

Bob told members that he has been working on elevation maps to determine pressure for a tank to be placed at the pump station. The Board will discuss this further at the February meeting.

### **Additional Topics Discussed Not Noted on the Agenda**

Motion made, 2<sup>nd</sup> and passed unanimously to close the meeting at 8:05pm. The next meeting of the Water Department will be Tuesday, February 25, 2014 at 7:00pm.

Respectfully submitted,

Cheryl A. Mann  
Secretary  
Dunstable Water Department